



## **Information for Members Attending the Online AGM, Saturday 31<sup>st</sup> October 2020 at 3.00pm.**

- You can access the AGM via the link in the accompanying email or by using the Meeting ID and Passcode published on the Website.
- The Host and Co-host will monitor entry to the AGM from 2.45pm on Saturday 31<sup>st</sup> October. Members should endeavour to be early. The Hosts/Co-Hosts will attempt to help those who need assistance.
- Participants will be muted at start. Please un-mute to ask questions but re-mute wherever possible.
- Alan Bennett, Chairman FHSC, will chair the meeting.
- The Chairman will outline the timetable/business for the meeting and remind participants of the 'rules of engagement' for the meeting.
- It is good Zoom 'etiquette' to mute yourself when not speaking; this cuts out extraneous sound that could interrupt the meeting. During presentations everyone will be muted by the Host.
- It is polite not to interrupt anyone who is speaking. To make a point please raise your hand and the Host and Co-Hosts will note who wishes to contribute and alert the Chair. Participants will be invited to contribute in order. They will be unmuted by the Host or Chairman.
- Voting will take place electronically using Zoom facilities.
- Given the business nature of the meeting it would be helpful if, after reading the various reports either in Ancestor or on the website (Chairman's, Secretary's or Treasurer's), those with questions submit them to the Secretary by email before the meeting. The Chairman can then invite those members to speak. Any members who wish to raise an item under AOB should preferably submit their points and raise them in advance in the same way.
- If you have any questions about Zoom and its operation, and the way the meeting will be run, please join one of the pre-AGM Zoom sessions listed in the accompanying email or on the website.